



PRESTON MANOR

Preston Manor, Brighton

Conditions for filming and photography

Preston Manor, Brighton, is an authentic Edwardian manor house containing furniture and objects of considerable value, including unique items which are irreplaceable. The building is open to visitors and school groups daily throughout the summer months, and school groups and private group visits during the winter. In this context, filming and photography must be planned to comply with the requirements of Brighton & Hove City Council (Brighton & Hove Museums) which owns and manages Preston Manor.

Each member of a film or photographic crew should be made aware of the content of these conditions before shooting starts.

Security

Because of the nature of the building and its contents, security is paramount.

Everyone involved in a shoot, whether technical crew or artists, must comply with all Preston Manor security requirements at any time. If the activity of the shoot creates a risk to security, it will be closed down immediately.

A list of all crew members must be provided in advance, showing names, roles and responsibilities. All crew members will be signed in on arrival.

To get in and out of the building, crew members may use only the public entrance, unless other doors are being specially supervised by Preston Manor staff.

Planning

Every shoot should be preceded by at least one site visit to meet staff, view possible locations, discuss practicalities, and assess how the building can most easily meet the needs of the project.

No shoot will go ahead unless the formal agreement for Preston Manor has been signed in advance. The agreement briefly details the purpose, dates, times and locations of the shoot.

A copy of the public liability insurance covering the shoot must also be provided in advance. If appropriate to the project, a copy of an adequate risk assessment carried out by the production company/photographer may also be required.

A shooting schedule should be provided in advance, detailing times and locations for each part of the shoot. This will enable staff to prepare the building, making it easier for the crew to work on the day. Any need to move furniture or objects must be agreed in advance as it can be carried out only by specialist staff.

To ensure factual and historical accuracy, Preston Manor staff should be consulted about the content of a programme, preferably by providing a copy of the script.

Any use of on-site power supplies must be agreed in advance, in consultation with Preston Manor technical staff, to ensure that circuits are not overloaded.

Access

There is on-site parking, which is easily accessible and free of charge. However, access for large vehicles must be agreed in advance, to avoid affecting emergency access.

If needed, Preston Manor may provide a base within the building where equipment can be stored when not in use, but can accept no liability for equipment that is not supervised.

The formal agreement for a shoot will specify the times when access has been agreed. These are the earliest arrival and latest departure times. Scheduling within these hours will need to take account of the amount of time needed to set up and wrap each day's shoot. In the event that a shoot needs more time than that already agreed, an over-run fee will be charged.

The shoot

All filming and photography will be supervised by a member of Preston Manor staff who will liaise principally with one member of the crew (usually the producer, director or principal photographer). The supervisor's responsibilities will include enabling the crew to achieve the images required within the limits agreed. However, they will also have the authority to intervene and halt filming if they are concerned that these conditions are not being met.

At the beginning of the shoot, the crew should expect to be briefed on issues such as security, risk to the building and its contents, and the management of visitors. This briefing is intended to help the shoot to run more efficiently.

Public access has priority so each shoot must be managed so that it causes no disruption to individual visitors or groups. If a shoot takes place while the building is open to the public, visitor flow can be managed to some extent to accommodate filming; this is the responsibility of Preston Manor staff rather than crew members.

The crew is expected to stay together while filming takes place, and to keep all equipment with them (unless it is deposited out of public view in an allocated space). A shoot requiring more than one camera, working in separate locations, affects the level of staffing that Preston Manor needs to provide, so this must be planned and agreed in advance.

Conservation issues

Crew members are not permitted to touch, move, lean or sit on any furniture, paintings, wallpapers, decorations or artefacts. Any need to move furniture or objects should be planned and agreed in advance as it requires specialist staff to be available.

All equipment must be kept well clear of all furniture, objects, light fittings and wall coverings. Particular care should be taken when carrying equipment through the building, especially in confined spaces and where there is any risk to items above head height. Staff may intervene to require certain methods of carrying equipment in vulnerable areas, for example the number of crew needed to move heavy or unwieldy items.

Floors and carpets must be protected from tripods etc by the use of rubber feet or mats.

No smoking or naked flames are permitted anywhere in the building. No food, drink or other liquids are permitted in the display areas (except the basement). Hair products and make-up may not be applied in any of the public areas (except the basement).

Damage must be made good at the cost of the film or photographic production company.

Technical issues

If there is any likelihood that a shoot may want to use Preston Manor power supplies, needs must be identified and discussed at the earliest opportunity. It is likely that a crew will need to consult Preston Manor technical staff in order to ensure that circuits are not overloaded.

Trailing cables and wires must be secured with clean and dry non-slip mats.

Lamp stands and tripods must be stable and in good condition. All feet must be taped if not plastic or rubber. All wheeled items must have rubber wheels in good condition. Tracking must be laid if cameras are on dollies, to protect carpets and floors.

Lighting should be kept well away from paintings, wallpapers, fabrics, furnishings and light fittings, and be switched on for a minimal amount of time only. Lights must be switched off if requested by a member of Preston Manor staff. Photographers should use an electronic flash where possible.

Filming using a hovercam/helicam is not allowed because of issues of safety and security. Use of a steadicam may be possible but is likely to be restricted as space in some interiors is very limited. Any proposal of this nature must be discussed and agreed before the shoot takes place.

Exteriors

Permission to film or photograph exteriors anywhere in the grounds of Preston Manor should be sought beforehand. If a shoot needs to be supervised by Preston Manor staff, or requires any special access, a facility fee will be charged. A straightforward exterior shoot may be given permission to proceed without incurring a charge.

Filming and photography in the grounds must be managed so that there is no disruption to visitors.

All members of a film or photography project are asked to respect the planting throughout the gardens. Any damage to plants, installations or equipment (eg seating, fencing, signage and lighting) will need to be paid for by the film or photographic production company.

It is usually possible to use external steps and doorways but, because of the condition of the fabric of the building, access to the verandas on the south façade is not normally given. There is no access to the upper balcony on the south façade.

Clear access for emergency vehicles must be maintained at all times.

Brighton & Hove Museums routinely informs the city centre authorities of any planned exterior shoots which may create public interest. The authorities may alert the police to provide an additional presence in the area, if appropriate. Nevertheless, any crew must be prepared to manage public interest in the shoot from their own resources, without the need to call on Preston Manor security staff.

Reproduction rights

Film and photographs may be used only in the agreed programme or publication, and promotion directly for it. They must not be used out of context, within other programmes or publications, re-used, lent or sold under any circumstances.

Copyright in our buildings and artefacts remains with Brighton & Hove Museums.

The usual wording for a credit will be 'Thanks to Preston Manor, Brighton'.

A copy of the final programme or publication must be provided to the Royal Pavilion, for internal, non-commercial, archival purposes.

Facility fees

A facility fee is charged for all filming and photography. Fees should be paid in advance at the time when the formal agreement is finalised. Cheques should be made payable to Brighton & Hove City Council. All fees are subject to VAT.

Fees are calculated individually, based on hourly rates plus the cost of specialist staff time, when needed. Examples of specialist staff include conservation, curatorial, technical and research expertise. The size of the crew and the nature of the planned shoot may also affect the level of fee.

Fees relate to agreed timings. An over-run fee is charged if these timings are exceeded.

Brighton & Hove Museums will expect to be reimbursed for any other facilities or services which arise in the course of the shoot, such as research expertise, special technical or security arrangements, or unplanned access.

If, after formal agreement has been reached, the production company or photographer cancels, a cancellation fee will be payable.

Further information

Requests for further information should be addressed to:

Marketing Team
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